

Chapter 4

Adverse Actions and Reprimands

Chapter Overview

Introduction The purpose of this chapter is to provide the process to document adverse actions.

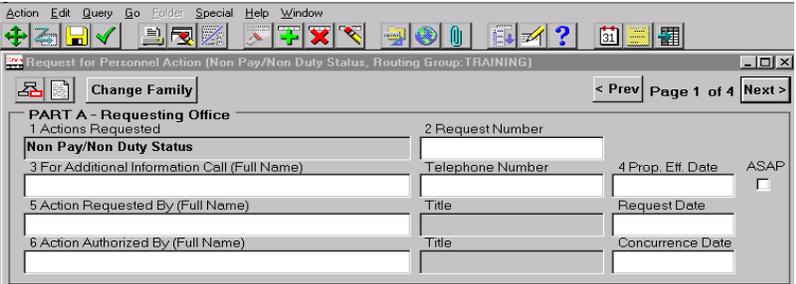
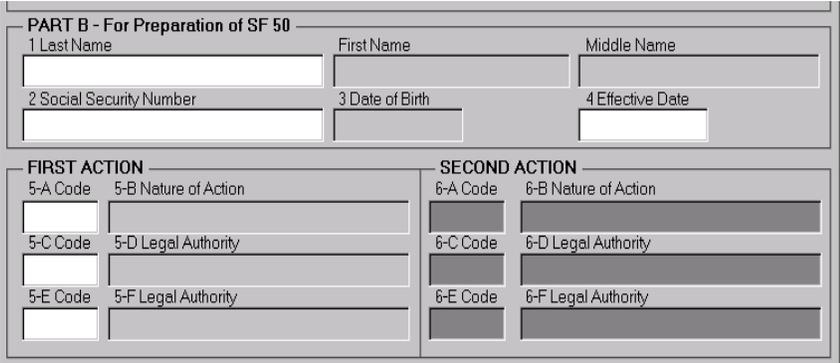
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Preparing a RPA for Adverse Actions

Purpose The following information provides you with the steps in preparing a RPA for an Adverse Action.

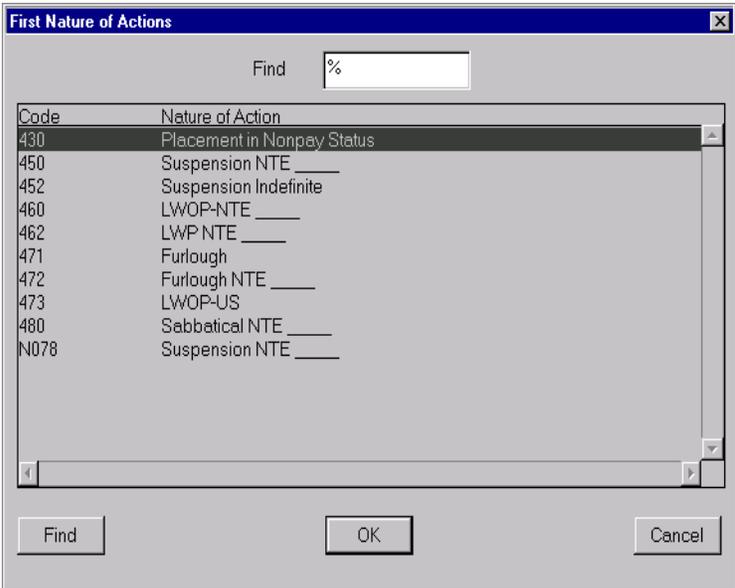
Accessing the Request for Personnel Action **Navigation List** → *Request for Personnel Action* → *Non Pay/Non Duty Status* → **<Open>**. The *Non Pay/Non Duty Status* Adverse Action is used for illustration purposes.

Step	Action
1	<p>Page 1 of the RPA displays with the Actions Requested data field populated. Complete the remaining data fields of the RPA following the instructions in Module 3, Processing Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.</p> 
2	<p>Complete Part B by typing the employee's name and press [Enter] to automatically populate the data field or use the LOV to select the employee. The remaining employee data fields populate.</p> <p>Note: The HR Office completes the Effective Date data field.</p> 

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Preparing a RPA for Adverse Actions, Continued

Accessing the Request for Personnel Action (continued)

Step	Action
3	<p>Type in the Nature of Action Code.</p> <p><i>Or</i></p> <p>Click the LOV to display a listing of NOACs in the First Nature of Actions Window. Click the correct code and click <OK> to populate the <i>5-A Code</i> and <i>Nature of Action</i> data fields.</p> 

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Preparing a RPA for Adverse Actions, Continued

Accessing the Request for Personnel Action (continued)

Step	Action
4	<p>Type in the <i>Legal Authority Code</i> that you need for an Adverse Action.</p> <p style="text-align: center;"><i>Or</i></p> <p>Click the LOV to display the appropriate authority code. Click the appropriate code and click <OK> to populate the data field.</p> <p> Note: The authority codes in the LOV reflect those that are applicable to the family of the NOA selected in the <i>Nature of Action</i> data field.</p> <p>[Tab] to the next data field and continue this process until you have completed all the <i>Legal Authority Code</i> data fields that are needed to complete this action or you can continue to use the LOV.</p>
5	Click <Next> at the top of the RPA Window to display the RPA – Page 2.

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Preparing a RPA for Adverse Actions, Continued

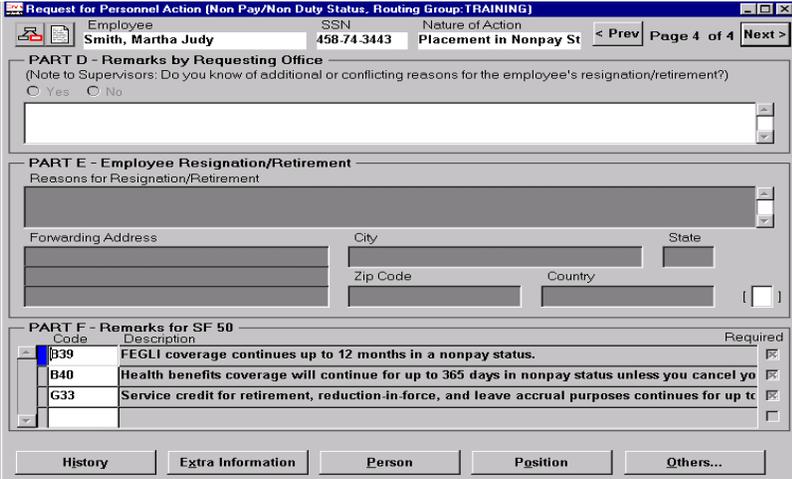
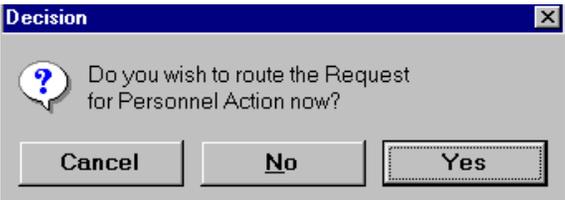
Accessing the Request for Personnel Action (continued)

Step	Action
6	<p>The Request for Personnel Action – Page 2 displays. Page 2 is automatically populated with the correct information for the Adverse Action.</p> <p>Click <Next> at the top of the RPA Window.</p>
7	<p>The Request for Personnel Action – Page 3 displays. Page 3 is automatically populated with the correct information for the Adverse Action.</p> <p>Click <Next> at the top of the RPA Window.</p>

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Preparing a RPA for Adverse Actions, Continued

Accessing the Request for Personnel Action (continued)

Step	Action
8	<p>The Request for Personnel Action – Page 4 displays. Page 4 is automatically populated with the correct information for the Adverse Action.</p>  <p>Note: You can use the LOV on the Toolbar for a listing of additional remarks to select for <i>Part F – Remarks for SF 50</i>.</p>
9	<p>Click Save on the Toolbar to save your action. A Decision Window displays. Click <Yes> to display the Routing Window.</p> 

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Preparing a RPA for Adverse Actions, Continued

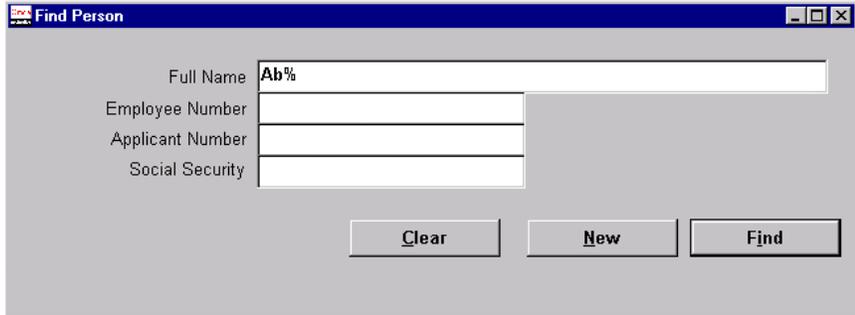
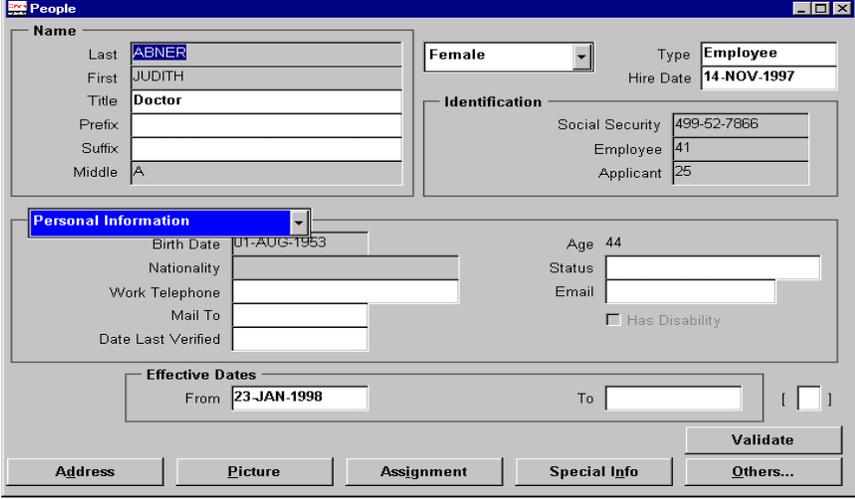
Accessing the Request for Personnel Action (continued)

Step	Action
10	<p>The Routing Window displays. Click Update HR to update the database and then <OK>. Your adverse action is now processed and a part of the employee record.</p> <p>Any of the options on the Routing Window can also be selected. Selection will be based on Component business rules.</p>  <p>The screenshot shows a window titled "Routing" with a "RoutingTo" section. It contains five radio button options: "Select Routing List", "Select Person", "Select Groupbox", "Save and Hold in Personal Inbox" (which is selected), and "Update HR". Below these are a "Print Notification" checkbox and a "Printer" text field. At the bottom are two more checkboxes: "Interim Approval" and "Approval". "Cancel" and "OK" buttons are at the very bottom.</p>

Documenting Adverse Actions

Entering Adverse Action Data

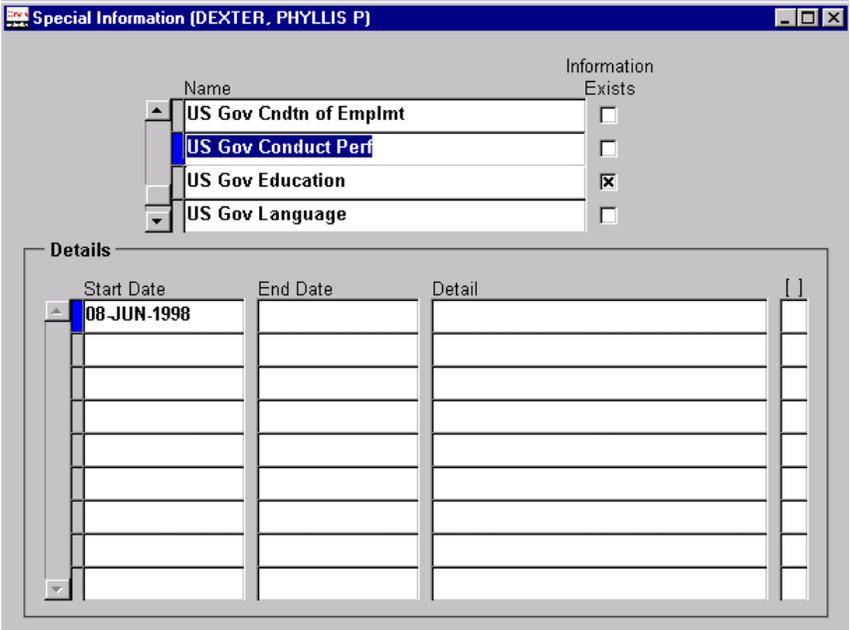
Use the following steps to input adverse action data into an employee's personnel record in the modern DCPDS.

Step	Action
1	<p>Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open>. The Find Person Window displays. Type in the employee's name and click <Find>, or use the shortcut method by typing the first two letters of the last name followed by a "%" and click <Find>.</p> 
2	<p>The People Window populates with the employee's data from the Find People Window. Click <Special Info>. The Special Information Window displays.</p> 

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Documenting Adverse Actions, Continued

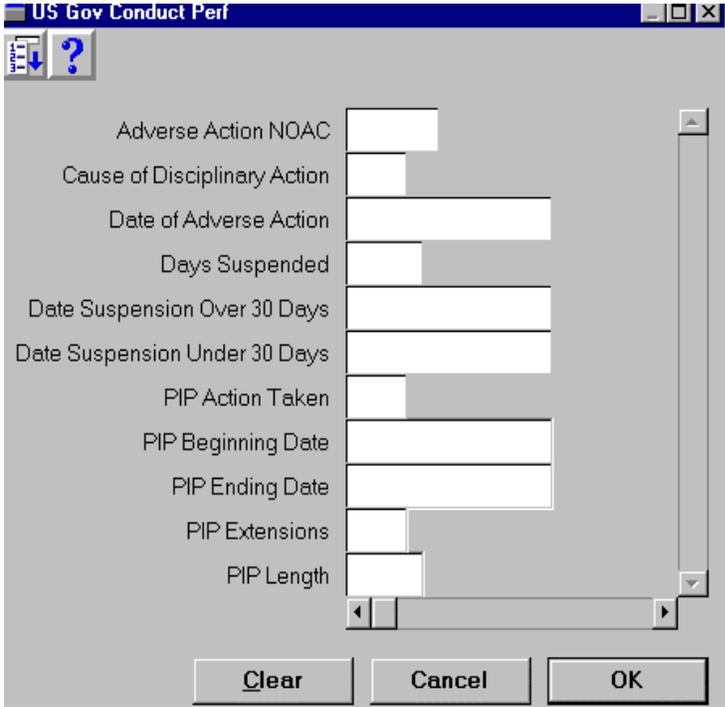
Entering Adverse Action Data (continued)

Step	Action
3	<p data-bbox="548 472 1403 541">Use the left scroll bar to locate <i>US Gov Conduct Perf</i>. Click in the <i>Details</i> data field to display the US Gov Conduct Perf Window.</p>  <p data-bbox="553 590 1403 1220">The screenshot shows a window titled "Special Information (DEXTER, PHYLLIS P)". It contains a list of information categories with checkboxes in the "Information Exists" column. The categories are: "US Gov Cndtn of Emplmt" (checkbox unchecked), "US Gov Conduct Perf" (checkbox unchecked and highlighted), "US Gov Education" (checkbox checked), and "US Gov Language" (checkbox unchecked). Below this list is a "Details" section with a table. The table has three columns: "Start Date", "End Date", and "Detail". The first row of the table has "08-JUN-1998" in the "Start Date" column. There are several empty rows below it.</p>

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Documenting Adverse Actions, Continued

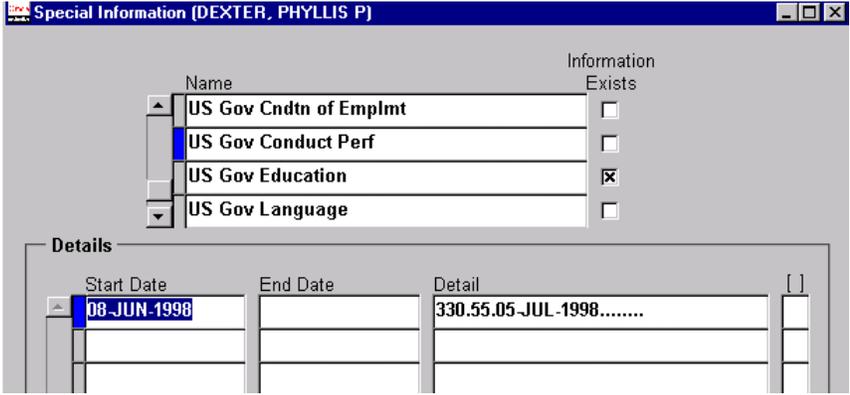
Entering Adverse Action Data (continued)

Step	Action
4	<p>The US Gov Conduct Perf Window displays. Complete each data field with the required information using the LOV in the window or type in the information.</p>  <p>The screenshot shows a window titled "US Gov Conduct Perf" with a toolbar containing a help icon and a question mark. The main area contains the following fields:</p> <ul style="list-style-type: none"> Adverse Action NOAC Cause of Disciplinary Action Date of Adverse Action Days Suspended Date Suspension Over 30 Days Date Suspension Under 30 Days PIP Action Taken PIP Beginning Date PIP Ending Date PIP Extensions PIP Length <p>At the bottom of the window are three buttons: "Clear", "Cancel", and "OK".</p>

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Documenting Adverse Actions, Continued

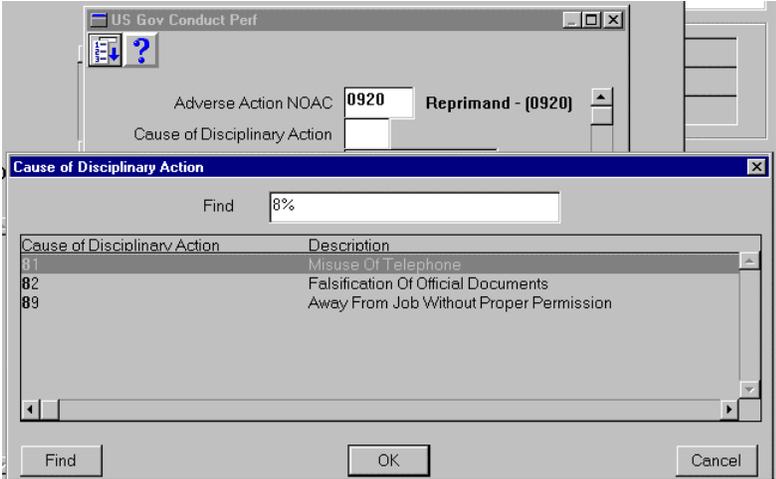
Entering Adverse Action Data (continued)

Step	Action
5	<p>After you complete the data fields in the US Gov Conduct Perf Window, click <OK>. The data populates the <i>Details</i> data field on the Special Information Window.</p> 
6	Save your action and close the window.

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Documenting Reprimands

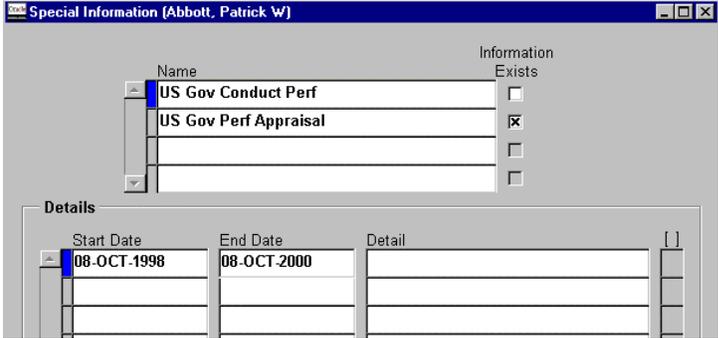
Entering a Reprimand

Step	Action
<p>1</p>  <p>Notes:</p> <ul style="list-style-type: none"> • Only the first three fields on the US Gov Conduct Perf Window are required. • A reprimand is not an Adverse Action. 	<p>Follow steps 1 – 4 used in Documenting Adverse Actions section to document a Reprimand.</p>
<p>2</p>	<p>In the <i>Adverse Action NOAC</i> data field, click the LOV or type the appropriate code. (Example: 920-Reprimand from the LOV).</p> <p>For the <i>Cause of Disciplinary Action</i> data field, type in the appropriate action or click the LOV. (Example 81 = Misuse of Telephone).</p> <p>For the Date of Adverse Action field, input the effective date of the Reprimand.</p>  <p>Click <OK> to return to the Special Information Window.</p>

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Documenting a Reprimand, Continued

Entering a Reprimand continued

Step	Action
3	<p>In the Special Information Window, the <i>Start Date</i> automatically generates in the <i>Details</i> Region. Change the start date to match the effective date of the Reprimand, if required. Insert the end date for the end of the Reprimand timeframe.</p>  <p> Notes:</p> <ul style="list-style-type: none"> • If you update the Reprimand through <Special Info> for historical purposes, no RPA is needed and no SF50 is sent to Payroll. • If it is a current action and not for historical purposes, you must do an RPA action to alert Payroll.
4	Save your action and close the window.

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